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निकोबार राजपत्र
Nicobar Gazette

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No. 45, Port Blair, Friday, January 28, 2011

**ANDAMAN AND NICOBAR ADMINISTRATION
SECRETARIAT**

NOTIFICATION

Port Blair, dated the 28th January, 2011

No. 44/2011/F. No. 7-11/2005–Home (PF).—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with the Notification No. U-14939/2/83-ANL dated 21st February, 1985 of the Govt. of India, Ministry of Home Affairs and in supersession of all previous Notifications issued to this effect, the Lt. Governor (Administrator), Andaman and Nicobar Islands hereby makes the following rules regulating the method of recruitment to the **Group 'B' (Non-Gazetted) post of Inspector Cipher, Radio Technician, Cipher Operator, Inspector Operational, Inspector Technical, Supervisor Operational (SI), Supervisor Technical (SI), Supervisor Stores (SI), Head Radio Operator (SI), Radio Operator (ASI), Storeman Technical (ASI) & Store Keeper (ASI) in the A & N Police Radio Organization** under Andaman and Nicobar Administration, namely:-

1. Short title and commencement:-

- (i) These rules may be called the Andaman and Nicobar Administration (Police Department) Group 'B' (Non-Gazetted) posts Recruitment Rules, 2010.
- (ii) They shall come into force on the date of its publication in the Official Gazette.

2. Number of posts, classification and scale of pay:-

The number of posts, their classification and scale of pay attached thereto shall be as specified in paras 2 to 4 of the Schedule 1 annexed hereto.

3. Method of recruitment, age limit, qualifications etc:-

The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in paras 5 to 15 of the said Schedule.

4. Disqualification:-

No person

- i. Who has entered into or contracted a marriage with a person having a spouse living, or
- ii. Who, having spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any of the said posts:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such persons and other party to the marriage and that there are other grounds for doing so, exempt any person from the operation of this Rule.

5. Power to relax:-

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient to do so he may, by order and for reasons to be recorded in writing relax any of the provisions of the rules with respect to any class or category of persons.

6. Savings:-

Nothing in these rules shall affect reservations, relaxation of age limit and other concession required to be provided for candidates belonging to the Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

By order and in the name of the Lieutenant Governor

Sd./-
Assistant Secretary (Home)

SCHEDULE - I**RECRUITMENT RULES FOR THE POST OF “INSPECTOR CIPHER” IN THE ESTABLISHMENT OF A&N POLICE RADIO ORGANIZATION**

1	Name of the Post	Inspector Cipher
2	No. of Posts	01(One) - 2010 (Subject to variation dependent on workload)
3	Classification	General Central Services Group B (Non-Gazetted) (Non-Ministerial)
4	Pay Band and Grade Pay/ Pay Scale	PB-2 Rs. 9300-34800/-, Grade Pay Rs. 4600/-
5	Whether selection post or non-selection post	Selection
6	Whether benefit of added years of service admissible under rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
7	Age limit for direct recruitment	Not applicable
8	Educational and other qualifications required for direct recruitments	Not applicable
9	Whether age and educational qualifications prescribed for direct recruits will apply in any case of promotees ?	Not applicable
10	Period of probation, if any	2 years
11	Method of recruitment, whether by direct recruitment or by promotion /deputation/ absorption and percentage of posts to be filled by various method	By promotion
12	In case of recruitment by promotion/absorption/deputation grades from which promotion/deputation/absorption to be made	Promotion: From amongst Cipher Operators in A & N Police Radio Organization in the PB-2, Rs.9300-34800 with Grade pay of Rs.4200/- and have qualified in Grade-I Cipher Operator course from CPRTI, DCPW with 5 years regular service in the Grade of Cipher Operator.
13	If a DPC exists, what is its composition	Group –B, DPC (for promotion) consisting of: i) DGP - Chairman ii) IGP/DIGP - Member iii) PRO - Member iv) An officer from other department having technical knowledge - Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties and Responsibilities	Attached as Annexure to Schedule-I.

DUTIES AND RESPONSIBILITIES**INSPECTOR (CIPHER)**

1. Inspector (Cipher) will act as Incharge Cryptographic Cell under the Police Radio Officer. He will be responsible for correct distribution, accounting, destruction and safe custody of the cryptographic material.
2. He is responsible to Police Radio Officer for the accurate secure and efficient working of the crypto centres in Andaman and Nicobar Islands. To this end his responsibilities are defined in succeeding paragraphs.
3. He is responsible to make arrangements for collection of Cipher documents every three months from IGP (Technical services), Chennai.

4. TECHNICAL SUPERVISION

- i) Provide for and supervise the technical training of cipher personnel.
- ii) Organise and impart training to new suitable entrants to cipher as and when ordered by Police Radio Officer.
- iii) Ensure that all cryptographers are thoroughly familiar with the cipher operation instruction for each system and with such other local instruction as may be issued by competent authorities from time to time.
- iv) Periodically visit all cryptocentres under command and put up his suggestion/ remarks to Police Radio Officer for consideration to, improve the cipher technical/ physical security.
- v) Keep the Police Radio Officer informed of all developments in cryptography.
- vi) Ensure submission of all reports, returns, vouchers destruction certificates relating to ciphers.
- vii) Check and scrutinize all cipher traffics daily for correct routing, selection of cipher, special instructions if any, editing, solving of mutilation and corruptions, time of receipt and clearance etc.
- viii) Inform Police Radio Officer of messages delayed/ likely to be delayed.
- ix) Bring to the notice of Police Radio Officer cases of high incidence of transmission errors or undue delay in clearance of messages.
- x) Bring to the notice of Police Radio Officer cases of breach of Cipher security and its remedial measures.
- xi) Will ensure that normal cipher couriers are sent to supply/ collect the cryptomaterial according to the schedule as laid down from time to time.
- xii) Check the duty cipher officers diary daily.
- xiii) Monthly returns such as Monthly cipher traffic return etc. should be submitted to the DCPW without fail.

5. CIPHER SECURITY

- i) Keep a current ledger of registered cipher documents/ equipments and will ensure the safe custody and security of documents/ equipment held on charge.
- ii) Carry out physical check of all cipher material daily and certify to this effect in the ledger.
- iii) Be personally responsible for the destruction of obsolete cipher documents according to the current instructions in force from time to time.
- iv) Ensure that the old traffic is regularly destroyed and a record is maintained to that effect in a register after a specified time as laid down from time to time.
- v) Ensure that when cryptomaterial is being handed over from on shift to another, strict continuity of responsibility is maintained.
- vi) Ensure that all operators are well versed in duties allocated in the EMERGENCY DESTRUCTION SCHEME.
- vii) Ensure that all suspected or actual cases of compromise are reported promptly to Police Radio Officer and thereafter to proper authorities.

- viii) Ensure access to crypto centre is confined to the following only:-
 - a) Director General of Police. (Holder)
 - b) Police Radio Officer. (Custodian)
 - c) Cipher personnel
 - d) Any other person nominated by serial No. 1 & 2 above for specified period and purpose.
 - ix) Constable messenger, sweeper, PWD workers may be allowed to enter but they will be working under the supervision of cryptographer.
 - x) Ensure that access to cipher traffic is confined to cipher personnel only. However, Police Radio officer may see the traffic for scrutiny purposes not be seen by any other than the encryptor/ decryptor and Inspector Cipher only.
 - xi) Ensure that cryptocentre is attended by cipher personnel throughout 24 hours and that cipher documents are never left unattended. However, when cipher operator is not having any traffic in cipher office, he may be employed in signal centre for working, at that time the cipher office will be locked.
 - xii) Ensure that the duplicate keys of documents box/ safe/ container/ cupboard are deposited with the Police Radio officer in a sealed envelop.
 - xiii) Bring to the notice of the originator / addressees of all messages passed in a cipher suspected of being compromised.
 - xiv) Ensure that all the rules for technical and physical security are fully observed.
6. With a view to improving the technical standard and efficiency of cipher operators and taking remedial/ disciplinary action against defaulters, as deemed necessary by higher authorities, Inspector (Cipher) will maintain a "Irregularity Register" in which following details will be noted:-
- i) Mistakes committed by operators and particulars of person involved.
 - ii) Remedial action taken/ warning order issued to avoid reoccurrence.
 - iii) Persistent errors, if any to be brought to the notice of Police Radio Officer.
 - iv) Signature of the defaulters, after Police Radio Officer/ Inspector Cipher's remarks.

SCHEDULE - II**RECRUITMENT RULES FOR THE POST OF "RADIO TECHNICIAN" IN THE ESTABLISHMENT OF A&N POLICE RADIO ORGANIZATION**

1	Name of the Post	Radio Technician																																										
2	No. of Posts	23 (Twenty three) 2010 (Subject to variation dependent on workload)																																										
3	Classification	General Central Services Group B (Non- Gazetted), (Non-Ministerial)																																										
4	Pay Band and Grade Pay/ Pay Scale	PB-2 Rs. 9300-34800/-, Grade Pay Rs. 4200/-																																										
5	Whether selection post or non-selection post	Not applicable																																										
6	Whether benefit of added years of service admissible under rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable																																										
7	Age limit for direct recruitment	<p>Not exceeding 30 years. (Relaxable for Govt. Servants upto 05 years in accordance with the instructions or orders issued by the Central Government)</p> <p>Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladak Division of J & K State, Lahaul Spiti District and Pangi Sub-Division, Andaman and Nicobar Islands or Lakshdweep)</p>																																										
8	Educational and other qualifications required for direct recruit	<p>Essential:</p> <p>(a) 12th Std. passed (Senior Secondary School Examination from a recognized Board/University)</p> <p>(b) Diploma in Radio Technology/Electronics/Telecommunication issued by a recognized institute</p> <p>or</p> <p>Having passed Grade-II proficiency test of Radio Technician conducted/approved by DCPW with three years practical experience from Govt. Deptt./ Armed Forces for any other commercial communication Organization (Recognized)</p> <p>(c) Knowledge of computer application</p> <p>(d) The candidate should be of sound health, free from diseases, defect or deformity</p> <p>(e) Minimum distant vision should be 6/6 and 6/9 of two eyes without correction i.e. without wearing of glasses. The candidate should not have colour blindness</p> <p>(f) The candidates will be selected after physical endurance test, written test and interview. The details of physical endurance test, written test will be advertised at the time of selection</p> <p>(g) Should possess minimum physical standard i.e.</p> <table> <tr> <td>Height (Male)</td><td>: General/OBC</td><td>- 168 cm</td></tr> <tr> <td></td><td>ST</td><td>- 160 cm</td></tr> <tr> <td>Height (Female)</td><td>: General/OBC</td><td>- 155 cm</td></tr> <tr> <td></td><td>ST</td><td>- 148 cm</td></tr> <tr> <td>Chest (only Male)</td><td>: <u>Normal</u></td><td></td></tr> <tr> <td></td><td>General/OBC</td><td>- 81 cm</td></tr> <tr> <td></td><td>ST</td><td>- 77 cm</td></tr> <tr> <td></td><td><u>Expanded</u></td><td></td></tr> <tr> <td></td><td>General/OBC</td><td>- 85 cm</td></tr> <tr> <td></td><td>ST</td><td>- 81 cm</td></tr> <tr> <td>Weight (Male)</td><td>: General/OBC</td><td>- 50 kg</td></tr> <tr> <td></td><td>ST</td><td>- 47 Kg</td></tr> <tr> <td>(Female)</td><td>: General/OBC</td><td>- 45 kg</td></tr> <tr> <td></td><td>ST</td><td>- 42 kg</td></tr> </table>	Height (Male)	: General/OBC	- 168 cm		ST	- 160 cm	Height (Female)	: General/OBC	- 155 cm		ST	- 148 cm	Chest (only Male)	: <u>Normal</u>			General/OBC	- 81 cm		ST	- 77 cm		<u>Expanded</u>			General/OBC	- 85 cm		ST	- 81 cm	Weight (Male)	: General/OBC	- 50 kg		ST	- 47 Kg	(Female)	: General/OBC	- 45 kg		ST	- 42 kg
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9	Whether age and educational qualifications prescribed for direct recruits will apply in any case of promotees ?	Not applicable
10	Period of probation, if any	3 years (Including training period)
11	Method of recruitment, whether by direct recruitment or by promotion/deputation/absorption and percentage of posts to be filled by various method	100% by direct recruitment
12	In case of recruitment by promotion/absorption/deputation grades from which promotion/deputation/absorption to be made	Not applicable
13	If a DPC exists, what is its composition ?	Group -B, DPC (for confirmation) consisting of: i) IGP/DIGP - Chairman ii) SP (nominated by DGP) - Member iii) PRO - Member iv) An officer from other department having technical knowledge - Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties and Responsibilities	Attached as Annexure to Schedule-II.

DUTIES AND RESPONSIBILITIES

RADIO TECHNICIAN

1. He is responsible for the systematic functioning of Radio Workshop, Secondary battery charging and Nickel cadmium batteries for the VHF sets.
2. He is responsible for the periodical servicing, repairs and maintenance of all HF/VHF transmitters/ receivers of A&N Police Radio Organisation.
3. He is responsible for up keeping and maintenance/ repairs of all types of sophisticated Electrical Analog/ Digital testing and measuring instruments of A & N Police Radio Organization.
4. He is responsible for operation and maintenance of the computer based Board-vizard the rare equipments which can diagnosed the costly IC's within the PCB itself for the trouble shooting.
5. He is responsible for maintaining log books and other relevant records of equipments/ instruments up-till the condemnations/ obsolete period.
6. He is responsible for the demand of consolidated spare parts periodical for the repairs of the equipments and instruments.
7. He is responsible for repairs and maintenance of P.A (Public Addressing) equipments and operating in public places other than police duties like VIP/VVIP duties and National functions such as Independence day, Republic Day, Quomi Ektha, Gandhi Jayanthi also as and when great events arises like All India Police Science Congress, Annual Exhibition, National Festival, held in A & N Islands.
8. He is responsible for the proper functioning and maintenance of wireless sets, installed in various control room and Police Control Room (PCR), Police stations.
9. He is responsible for the proper functioning/ maintenance of W/T equipments installed in Mobile station provided to senior officers, vans and its timely repairs etc. and Police Control Room.
10. He is responsible for proper functioning and to attend the break down calls of various stations and rectify the defects immediately.

SCHEDULE – III**SCHEDULE OF THE RECRUITMENT RULES FOR THE POST OF “CIPHER OPERATOR” IN THE ESTABLISHMENT OF A&N POLICE RADIO ORGANIZATION**

1	Name of the Post	Cipher Operator																																				
2	No. of Posts	7 (Seven) 2010 (Subject to variation dependent on workload)																																				
3	Classification	General Central Services Group B (Non- Gazetted), (Non-Ministerial)																																				
4	Pay Band and Grade Pay/ Pay Scale	PB-2 Rs. 9300-34800/-, Grade Pay – Rs. 4200/-																																				
5	Whether selection post or non-selection post	Not applicable																																				
6	Whether benefit of added years of service admissible under rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable																																				
7	Age limit for direct recruitment	Not exceeding 30 years. (Relaxable for Govt. Servants upto 05 years in accordance with the instructions or orders issued by the Central Government) Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladak Division of J & K State, Lahaul Spiti District and Pangi Sub-Division, Andaman and Nicobar Islands or Lakshdweep)																																				
8	Educational and other qualifications required for direct recruitments	<p>(i) Graduation in Science/Engineering or</p> <p>(ii) BCA from any recognized university or its equivalent or</p> <p>(iii) Diploma in Electronics and Electrical, Electronics & Communication, Electronics or Computer Science Engineering from a recognized university or its equivalent</p> <p>1. Should possess the following physical standards:-</p> <table> <tr> <td>Height (Male)</td><td>: General/OBC</td><td>- 168 cm</td></tr> <tr> <td></td><td>ST</td><td>- 160 cm</td></tr> <tr> <td>Height (Female)</td><td>: General/OBC</td><td>- 155 cm</td></tr> <tr> <td></td><td>ST</td><td>- 148 cm</td></tr> <tr> <td>Chest (only Male)</td><td>: <u>Normal</u></td><td></td></tr> <tr> <td></td><td>General/OBC</td><td>- 81 cm</td></tr> <tr> <td></td><td>ST</td><td>- 77 cm</td></tr> <tr> <td></td><td>: <u>Expanded</u></td><td></td></tr> <tr> <td></td><td>General/OBC</td><td>- 85 cm</td></tr> <tr> <td></td><td>ST</td><td>- 81 cm</td></tr> <tr> <td>Weight (Male)</td><td>: 50 kg (47 kg for ST candidate)</td><td></td></tr> <tr> <td>(Female)</td><td>: 45 kg (42 kg for ST candidate.)</td><td></td></tr> </table> <p>2. Minimum distant vision should be 6/6 and 6/9 of two eyes without correction i.e. without wearing of glasses. The candidate should not have colour blindness</p> <p>3. The candidate should be of sound health, free from diseases, defect or deformity</p> <p>4. The candidates will be selected after physical endurance test, written test and interview. The details of physical endurance test, written test will be advertised at the time of selection</p> <p>5. Preferable: Knowledge in Computer Application</p>	Height (Male)	: General/OBC	- 168 cm		ST	- 160 cm	Height (Female)	: General/OBC	- 155 cm		ST	- 148 cm	Chest (only Male)	: <u>Normal</u>			General/OBC	- 81 cm		ST	- 77 cm		: <u>Expanded</u>			General/OBC	- 85 cm		ST	- 81 cm	Weight (Male)	: 50 kg (47 kg for ST candidate)		(Female)	: 45 kg (42 kg for ST candidate.)	
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9	Whether age and educational qualifications prescribed for direct recruits will apply in any case of promotees ?	Not applicable
10	Period of probation, if any	3 years (Including training period)
11	Method of recruitment, whether by direct recruitment or by promotion/deputation/absorption and percentage of posts to be filled by various method	i) 100% by direct recruitment. ii) The selected candidate shall be imparted to undergo Basic Police Training, Basic Radio Operator and Cipher Operator courses to any recognized institution at Mainland. Those who do not qualify the final examination of the said course shall be given another chance after 6 month to qualify. Unsuccessful candidate(s) even in second chance will be discharged from service
12	In case of recruitment by promotion /deputation/ absorption grades from which promotion / deputation / absorption to be made	Not applicable
13	If a DPC exists, what is its composition ?	Group -B, DPC (for confirmation) consisting of: i] IGP/DIGP - Chairman ii) SP (nominated by DGP) - Member iii) PRO - Member iv) An officer from other department having technical knowledge - Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties and Responsibilities	Attached as Annexure to Schedule-III

DUTIES AND RESPONSIBILITIES

CIPHER OPERATOR

1. He will be In-charge of crypto centre in the Police Radio Station in addition to his normal duties.
2. He will be responsible for physical and technical security of the cryptocentre.
3. He will keep all the charts and documents complete.
4. He will not allow any access to the messages passed or received in ciphers.
5. He will not allow access to cryptocentre by any unauthorized persons.
6. He will be responsible for cleanliness and maintenance of cryptocentre.
7. He is responsible for coding and decoding of classified messages.
8. He will be responsible for safe custody and correct accounting of cryptomaterial.
9. He will return all obsolete documents to Police Radio Officer by hand of cipher couriers.
10. He will check all documents page by page and make an entry to this effect in the ledger.
11. In case of discovery of loss of documents, he will report to PRO by a CRASH message using appropriate code words or in cipher as the case may be.
12. He will receive/send the cipher messages in sealed covers.
13. While enciphering/deciphering he will adopt the correct procedure and documents as instructed from time to time.
14. He will submit all reports and return to Police Radio Officer on due dates.
15. He will draw an emergency destruction scheme according to the instructions on the subject.
16. In case of any query other than administrative he will approach Inspector Cipher for clarification.
17. He will keep all the records for specified period and then he will destroy it by burning after obtaining approval of the Police Radio Officer.
18. They/ he shall abide by the latest rules/ instructions issued from time to time.

SCHEDULE - IV**RECRUITMENT RULES FOR THE POST OF INSPECTOR OPERATIONAL IN THE ESTABLISHMENT OF A&N POLICE RADIO ORGANIZATION**

1	Name of the Post	Inspector Operational
2	No. of Post	1 (one) 2010 subject to variation dependent on workload
3	Classification	General Central Services Group B (Non-Gazetted) (Non Ministerial)
4	Pay Band and Grade Pay/ Pay Scale	PB-2 Rs. 9300-34800/-, Grade Pay – Rs. 4600/-
5	Whether selection post or non-selection post	Selection
6	Whether benefit of added years of service admissible under rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
7	Age limit for direct recruitment	Not applicable
8	Educational and other qualifications required for direct recruitments	Not applicable
9	Whether age and education qualifications prescribed for direct recruits will apply in any case of promotees ?	Not applicable
10	Period of probation, if any	2 years
11	Method of recruitment, whether by direct recruitment or by promotion/ deputation/absorption and percentage of posts to be filled by various method	By promotion
12	In case of recruitment by promotion/absorption / deputation grades from which promotion/ deputation/absorption to be made	Promotion: from Supervisor Operational having 05 years regular service in the Pay Band of Rs. 9300-34800/- with Grade Pay – Rs. 4200/-
13	If a DPC exists, what is its composition ?	Group –B, DPC (for promotion) consisting of: i) DGP - Chairman ii) IGP/DIGP - Member iii) PRO - Member iv) An officer from other department having technical knowledge - Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties and Responsibilities	Attached as Annexure to Schedule – IV

DUTIES AND RESPONSIBILITIES

INSPECTOR (OPERATIONAL)

1. He is in-charge for operation of communication networks and efficient functioning of Radio communication of A & N Police Radio Organization under supervision of Police Radio Officer.
2. He will also assist the Police Radio Office in running the Administration smoothly.
3. He will detail operational staff for various duties as instructed by the Police Radio Officer.
4. He is responsible to chalk out necessary proposals for additional communication facilities in consultation with the Police Radio Officer and ensure proper arrangement of staffs/ equipments during VIP/VVIP visits, demonstrations, strikes, Bandh, State/ National functions, elections etc.
5. He is responsible to supervise Establishment Section of PRHQ in all matters.
6. He will carryout regular inspection of Signal Centre/ PCR at Port Blair.
7. He has to carryout the inspection of the Radio stations static as well as mobile frequently.
8. He is responsible to conduct preliminary enquiry related to the matters pertaining to operational staff and discipline of his subordinates as and when detailed by his superior officers.
9. He is responsible to forward leave applications of operational staff Lower/ Upper subordinates of the A & N Police Radio Organization with suitable recommendations to Police Radio Officer for further action.
10. He is responsible to take stock of functioning of PCRs at Port Blair, Mayabunder and Car Nicobar daily and report to P.R.O.
11. He is responsible to keep secret documents safe.
12. He shall keep liaison with all other units of A&N Police and other departments in the matter of wireless communication and its allied matters.
13. He is responsible for monitoring construction works, allotment of land, land records etc of A & N Police Radio Organisation.
14. He will personally maintain the C.L. register, R.H. register of P.R. operational staff and family accommodation allotment register.
15. He will scrutinize the daily message traffic files daily traffic groups returns, daily communication statement, traffic pending statement being submitted from the signal centre Police Radio Head Quarter and point out the lapses if any noticed by him to the Police Radio Officer with remedial steps in order to avoid recurrence.
16. He is responsible to give proper guidance to the operational staff for improving communication during ionospheric interference.
17. He is responsible to upto date disaster Management plan as far as it relates to A & N Police Radio Organization.

SCHEDULE - V**RECRUITMENT RULES FOR THE POST OF INSPECTOR TECHNICAL IN THE ESTABLISHMENT OF A&N POLICE RADIO ORGANIZATION**

1	Name of the Post	Inspector Technical
2	No. of Posts	01 (One) 2010 (Subject to variation depending on work load)
3	Classification	General Central Services Group B (Non-Gazetted) (Non Ministerial)
4	Pay Band and Grade Pay/ Pay Scale	PB-2 Rs. 9300-34800/-, Grade Pay – Rs. 4600/-
5	Whether selection post or non-selection post	Selection
6	Whether benefit of added years of service admissible under rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
7	Age limit for direct recruitment	Not applicable
8	Educational and other qualifications required for direct recruitments	Not applicable
9	Whether age and educational qualifications prescribed for direct recruits will apply in any case of promotees ?	Not applicable
10	Period of probation, if any	2 years
11	Method of recruitment, whether by direct recruitment or by promotion/ deputation/absorption and percentage of posts to be filled by various methods	By promotion
12	In case of recruitment by promotion/ deputation/ absorption grades from which promotion / deputation to be made	Promotion: From Supervisor Technical having 05 years regular service in PB-2 Rs.9300-34800/- with Grade Pay Rs.4200/-
13	If a DPC exists, what is its composition ?	Group- B, DPC (for Promotion) consisting of: i. DGP - Chairman ii. IGP/DIGP - Member iii. Police Radio Officer - Member iv. An officer from other department having technical knowledge - Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties and Responsibilities	Attached as Annexure to Schedule – V.

DUTIES AND RESPONSIBILITIES**INSPECTOR (TECHNICAL)**

1. He is in-charge of technical wing of A & N Police Radio organization under direct supervision of Police Radio Officer.
2. He will detail Police Radio technical staff for various duties as instructed by the Police Radio Officer.
3. He is responsible to supply additional equipments during VIP/VVIP visits, demonstrations, strikes, Bandh, State/ National functions, elections etc to the operational staff in consultation with P.R.O.
4. He will ensure proper installation and maintenance of aerials/ wireless equipments.
5. He will carry out regular inspection of equipment in Signal centre, Radio workshop, HF workshop, VHF workshop, EPABX, Technical stores, engine workshop, transmitter room and ensure proper maintenance and up keep of equipments, stores, official vehicles.
6. He has to carry out the inspection of the Radio stations static as well as mobile frequently besides RMC at Mayabunder, Car Nicobar and Nancowry for smooth functioning.
7. He is responsible to conduct preliminary enquiry related to the matters pertaining to technical staff of his subordinates as and when detailed by his superior officers.
8. He is responsible to forward all leave applications of technical staff Lower/ Upper subordinates of the A & N Police Radio Organization with suitable recommendations to Police Radio Officer for further action.
9. He is responsible to maintain equipments in order by way of timely repair etc.
10. He shall check the log books of the M.T. vehicles attached to the A&N Police Radio Organisation.
11. He shall keep liaison with all other agencies in A & N Islands and mainland relating to the matter of supply of modern equipments/ spare parts.
12. He will personally maintain the C.L. register, R.H. register for technical staff and forward it to Police Radio Officer for sanction.
13. He is responsible to give proper guidance to the technical staff for smooth communication during technical snag in wireless equipments.
14. Inspector Technical is responsible to ensure that the equipments, stationary stores, POL are issued from the Technical stores regularly and properly.
15. He is responsible to give proper guidance to the technical staff for providing modern wireless equipment (HF/ VHF/ Satellite) and adequate training to technical staff to increase efficiency/ professionalism in the field of repair of HF/ VHF/ Satellite equipments.
16. He is responsible for proper / effective supervision of stores.

SCHEDULE - VI**RECRUITMENT RULES FOR THE POST OF SUPERVISOR OPERATIONAL IN THE ESTABLISHMENT OF A&N POLICE RADIO ORGANIZATION**

1	Name of the Post	Supervisor Operational (SI)
2	No. of Posts	8 (Eight) 2010 subject to variation dependent on workload
3	Classification	General Central Services Group B (Non-Gazetted) (Non Ministerial)
4	Pay Band and Grade Pay/ Pay Scale	PB-2 Rs. 9300-34800/-, Grade Pay – Rs. 4200/-
5	Whether selection post or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
7	Age limit for direct recruitment	Not applicable
8	Educational and other qualifications required for direct recruitments	Not applicable
9	Whether age and educational qualifications prescribed for direct recruits will apply in any case of promotees ?	Not applicable
10	Period of probation, if any	Not applicable
11	Method of recruitment, whether by direct recruitment or by promotion/ deputation/absorption and percentage of posts to be filled by various method	100% by Transfer
12	In case of recruitment by promotion/deputation/ absorption grades from which promotion/ deputation /absorption to be made	Transfer: From Head Radio Operator in PB-2 Rs.9300-34800/- with Grade Pay Rs.4200/- in PB-2 and having qualified Radio Operator Course Grade-I from CPRTI, DCPW, New Delhi
13	If a DPC exists, what is its composition ?	Group- B, (DPC): i. DGP - Chairman ii. IGP/DIGP - Member iii. Police Radio Officer - Member iv. An officer from other department having technical knowledge - Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties and Responsibilities	Attached as Annexure to Schedule – VI

DUTIES AND RESPONSIBILITIES**SUPERVISOR (OPERATIONAL)**

1. He will supervise the work of the staff detailed in the Signal Centre at Head Quarter A&N Police Radio Organization.
2. He will ensure proper and satisfactory (HF/VHF) communication.
3. He will assist the Inspector Operational/ Communication from communication point of view.
4. He will ensure that the equipments kept in the Signal Centre are in proper working condition.
5. He will ensure proper maintenance of equipment, stores and proper use of stationeries in Signal Centre.
6. He will be responsible for safe custody and maintenance of records relating to the communication.
7. He will ensure speedy clearance and delivery of all messages. He shall pay special attention in speedy clearance and delivery of priority messages and should not delay the message beyond the time limit prescribed to different categories of priorities.
8. He is responsible for scrutiny of traffic and proper submission of communication reports and returns.
9. He is responsible for the personal supervision of VHF nets established for law and order purposes.
10. He is responsible for the personal supervision of VHF and HF trials.
11. He is responsible to bring to the notice of Inspector Operational/ Police Radio Officer immediately any breach of signal security, undue delay in clearance of messages and any other incidents noticed in the signal centre.
12. He will render necessary guidelines to the Operational staff detailed in the Signal Centre if needed.
13. He will make draft duty roster in respect of staff detailed for duty in signal centre and submit to the Police Radio Officer through the Inspector (Operational/ Communication) for approval.
14. He is responsible to bring to the notice of Inspector Operational/ Police Radio Officer immediately any important events received from out stations such as sighting of foreign poaching trawlers, natural calamities, accidents, evacuation of serious patient, serious crimes, and out burst of epidemic diseases.
15. He will arrange staff from his own resources in the event of sudden shortage of Radio staff in signal centre as well as in Police Control Room.
16. He will ensure enforcement of discipline and compliance of orders in force by the operational staff.
17. He will ensure that no unauthorized/ illegal transmission made on the communication net work of the A&N Police Radio Organization.
18. He will ensure proper entries of reports relating to the communication and any other important incident/events in the General diary.
19. He will ensure general cleanliness of signal centre and its surroundings.
20. He will also perform any other authorized duty assigned by the Police Radio Officer from time to time.
21. He will ensure proper keep up of Motor Cycle/ Bicycle under the charge of Despatch Riders and Follower Messengers posted at Signal Centre.
22. He will ensure proper entries in the General diary relating to duty report, movement and absence report of staffs posted at Head Quarter, A&N Police Radio Organization.
23. He should be almost security minded while handling the secret documents (PWCC docs) and other classified documents and also ensure most vigilant while its handling and taking over and will always ensure the above documents under his personal custody during his duty hours.
24. He will ensure daily that the SMS system installed in Signal Centre/ PCRs are working properly so that occurrence of any type of disaster/ earthquake reports to be transmitted to all the officers concerned without delay.

SCHEDULE - VII**RECRUITMENT RULES FOR THE POST OF SUPERVISOR TECHNICAL IN THE ESTABLISHMENT OF A&N POLICE RADIO ORGANIZATION**

1	Name of the Post	Supervisor Technical (SI)
2	No. of Posts	03 (Three) 2010 subject to variation dependent on workload
3	Classification	General Central Services Group B (Non-Gazetted) (Non Ministerial)
4	Pay Band and Grade Pay/ Pay Scale	PB-2 Rs. 9300-34800/-, Grade Pay – Rs. 4200/-
5	Whether selection post or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
7	Age limit for direct recruitment	Not applicable
8	Educational and other qualifications required for direct recruitments	Not applicable
9	Whether age and education qualifications prescribed for direct recruits will apply in any case of promotees ?	Not applicable
10	Period of probation, if any	Not applicable
11	Method of recruitment, whether by direct recruitment or by promotion /deputation/absorption and percentage of posts to be filled by various method	100% by transfer
12	In case of recruitment by promotion / deputation/ absorption grades from which promotion / deputation /absorption to be made	Promotion: From Radio Technician in the Pay Scale of Rs. 9300 – 34800/- with Grade Pay Rs. 4200/- in PB -2 and having qualified Radio Technician Grade-I course from CPRTI, DCPW, New Delhi
13	If a DPC exists, what is its composition ?	Group- B, DPC (for Promotion) consisting of: i. DGP - Chairman ii. IGP/DIGP - Member iii. Police Radio Officer - Member iv. An officer from other department having technical knowledge - Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties and Responsibilities	Attached as Annexure to Schedule – VII

DUTIES AND RESPONSIBILITIES**SUPERVISOR (TECHNICAL)**

1. He is In-charge of Radio Workshop, Transmitting Station and Public Address System arrangement for smooth functioning of the organization.
2. He is responsible for repairs/ maintenance/ maintenance of log book of all equipments/ instruments etc. i.e.

1) VHF transreceivers	2) H.F. Transreceivers
3) H.F. Transmitters and receivers	4) BEST equipments
5) P.A. Equipments	6) Pager system
7) EPABX Exchange and concerned accessories	8) Computers
9) Main battery chargers	10) VHF battery charging
11) Measuring instruments	12) Voltage stabilizers
13) Emergency lighters	14) Battery eliminators.
3. He is responsible for proper maintenance of records relating repairs of WT/ measuring equipments.
4. He is responsible for detail RTs for transmitting station round the clock duties.
5. He will detail RTs. EFs and DMs for P.A. system duty and VHF repeater station for maintenance.
6. He is responsible for the erection of Aerial masts aerial for VHF and HF communication.
7. He is responsible for general maintenance and repair of VHF, HF aerials and under ground remote lines.
8. He will be responsible for maintenance of communication equipments at boats, mobile VHF, static and repeater stations.
9. He will be responsible for maintenance of discipline and up keeping in the workshop and transmitting station.
10. He will bring to the notice of PRO the recruitment of spare parts for repairing of equipments and electric irine.
11. He will allot jobs to various R.Ts, EFs and DMs in the workshops and transmitting station and ensure proper repairs are carried out by them.
12. He will take special care and maintenance and up keep of the standby power supply Diesel Generators.
13. He will be responsible for the proper accounts of VHF communication equipments, secondary batteries and VHF batteries for issuing and receipt in the Radio workshop.
14. He is responsible for the installation and smooth functioning of P.A. system in connection with VVIPs visit and state level function.
15. He is responsible for the maintenance of the WT equipments/ VHF sets in connection with VVIPs visit and state level function.
16. He is responsible for installation of wireless equipments at various PR station.
17. He is responsible for the survey and certifying the unserviceable equipments and to recommend for absolute.
18. He is responsible to check and give technical guidance to PR staffs to improve the communication during complaint for poor communication / breakdown of communication. In case of any difficulties it should be brought to PROs notice.
19. He will look after for proper identification service ability of the stores received from and by Quarter master stores.
20. He will be responsible for giving training/ familiarization of modern equipments time to time in Police Radio unit.
21. He is responsible to give technical guidance for repairing of out stations including R.M.Cs.
22. He will be responsible for any other authorized duty detailed by the higher authorities.

SCHEDULE - VIII**RECRUITMENT RULES FOR THE POST OF SUPERVISOR (STORES) IN THE
ESTABLISHMENT OF A&N POLICE RADIO ORGANIZATION**

1	Name of the Post	Supervisor (Stores) (SI)
2	No. of Post	1 (One) 2010 subject to variation dependent on workload
3	Classification	General Central Services Group B (Non-Gazetted) (Non-Ministerial)
4	Pay Band and Grade Pay/ Pay Scale	PB-2 Rs. 9300-34800/-, Grade Pay - Rs. 4200/-
5	Whether selection post or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
7	Age limit for direct recruitment	Not applicable
8	Educational and other qualifications required for direct recruitments	Not applicable
9	Whether age and educational qualifications prescribed for direct recruits will apply in any case of promotees	Not applicable
10	Period of probation, if any	Not applicable
11	Method of recruitment, whether by direct recruitment or by promotion / absorption/deputation and percentage of posts to be filled by various methods	By Transfer
12	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/deputation/ absorption to be made	<u>Transfer</u> : From Storekeeper or Storeman Technical in the Pay Scale of Rs. 9300-34800/- with Grade Pay of Rs. 4200/- in PB-2
13	If a DPC exists, what is its compositions	Group- B, DPC (for Promotion) consisting of: i. DGP - Chairman ii. IGP/DIGP - Member iii. Police Radio Officer - Member iv. An officer from other department having technical knowledge - Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties and Responsibilities	Attached as Annexure to Schedule - VIII

DUTIES AND RESPONSIBILITIES

SUPERVISOR STORES

1. Supervisor Store (P.R.) is responsible to supervise works of Storeman Technical as well as Store keeper.
2. Supervisor Store has to assure that quality and quantity of misc. and wireless equipments / spare parts should be as per standard specification.
3. Supervisor Store shall thoroughly examine all the procedure of purchase and place to Inspector Technical after fully satisfied for approval of competent authority.
4. In all technical purchase, Supervisor Store shall obtain technical report from the technical committee constituted and after fully satisfied and verified from all sources, he shall proceed procurement after observing all laid down formalities.
5. Supervisor Store shall assure proper procurement, supply and stock in hand, so that there should not be any shortage/ excess of items in store.
6. Timely condemnation of unserviceable store is also responsibility of Supervisor Store.
7. All the records including ledgers, entries of the store should be periodically checked by Supervisor Store to avoid, irregularities.
8. Preparation of budget and planning and its utility should be carried under proper supervision of Supervisor Store.
9. All the daks of the store should be routed 'T' Supervisor Store who is responsible for disposal in time limit under prescribed rule.
10. Supervisor Store is responsible for physical verification of stock of stores on quaterly basis.
11. Supervisor Store is responsible to carry out inspection of PR Store every year by independent authority.
12. All the bills shall be signed by Supervisor Stores after checking of entries in relevant records/ ledgers book by Store Keeper/ Storeman Technical before obtaining Counter signature of P.R.O.
13. He will work under direct control of Inspector Technical and overall control of Police Radio Officer.

SCHEDULE - IX**RECRUITMENT RULES FOR THE POST OF HEAD RADIO OPERATOR IN THE
ESTABLISHMENT OF A&N POLICE RADIO ORGANIZATION**

1	Name of the Post	Head Radio Operator (SI)
2	No. of Posts	35 (Thirty-five) 2010 subject to variation dependent on workload
3	Classification	General Central Services Group B (Non-Gazetted) (Non Ministerial)
4	Pay Band and Grade Pay/ Pay Scale	PB-2: Rs. 9300-34800/-, Grade Pay – Rs. 4200/-
5	Whether selection post or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
7	Age limit for direct recruitment	Not applicable
8	Educational and other qualifications required for direct recruitments	Not applicable
9	Whether age and educational qualifications prescribed for direct recruits will apply in any case of promotees ?	Not applicable
10	Period of probation, if any	2 years
11	Method of recruitment, whether by direct recruitment or by promotion / deputation/absorption and percentage of posts to be filled by various method	100% by promotion
12	In case of recruitment by promotion / deputation/ absorption grades from which promotion / deputation/ absorption to be made	Promotion: From ASI (Radio Operator) in the Pay Scale of Rs. 9300-34800/- with Grade Pay of Rs 4200/- in PB-2 and having Radio Operator Grade-II Pass Certificate from CPRTI, DCPW, New Delhi.
13	If a DPC exists, what is its composition ?	Group- B, DPC (for Promotion) consisting of: i. DGP - Chairman ii. IGP/DIGP - Member iii. Police Radio Officer - Member iv. An officer from other department having technical knowledge - Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties and Responsibilities	Attached as Annexure to Schedule -IX.

DUTIES AND RESPONSIBILITIES**HEAD RADIO OPERATOR**

1. HRO is required to work as incharge of Police Radio out stations in A&N Islands and responsible for supervision and guidance to the Radio Operator.
2. As a Incharge Police Radio he is responsible for the smooth functioning of the Police Radio station.
3. He is responsible to maintain the discipline by the staff under him.
4. He will prepare the duty roster of Police Radio staff posted under him.
5. He will ensure that the Radio staff perform their duties as per the existing duty roster and attend the schedules punctually.
6. HRO as Incharge of Police Radio station is responsible to maintain the communication records of the station which includes the daily traffic return, monthly traffic return, equipments state, POL return etc.
7. He will be responsible for the safe custody of classified documents.
8. He is responsible for the submission of periodical returns pertaining to classified documents held on his charge.
9. He will be responsible for the normal maintenance of W/T equipments generators, battery charger and batteries held on his charge with proper log book.
10. He will be responsible to carry out minor repairs like replacements of battery, fuse and accessories of W/T equipments within his capacity and proper installation and routine maintenance of aerial.
11. He will be responsible to execute the orders and instructions received from Police Radio Head Quarter.
12. He will ensure that priority messages pertaining to serious patients fire accidents, natural calamities etc. are cleared/ delivered soon after its receipt.
13. He should familiar with the modern equipments being introduced from time to time as to enable him to familiarization training to the Radio Operators posted under him.
14. He will personally supervise in case of unfavourable communication prevails.
15. He should look after the duties of Radio Operators at the time of short fall of staff.
16. While posted at Head Quarter he will assist the supervisor for the smooth functioning of signal centre. He will look after the duties of shift supervisor whenever required.
17. While posted as instructor for the PRO training he will be responsible for the maintenance of discipline among the trainees and also maintain records of training class.
18. He is responsible for performing PSO duties with IGP and other senior officers. In such cases he has to carry light arms and ammunition on duty in addition to the communication equipments.
19. HRO will act as incharge duty officer in the Police Control room and responsible for the prompt communication in PCR.
20. He will be responsible to inform the senior officers about any fire accidents, serious crimes, strike and other law and order problems reported to PCR and to take immediate steps as per the instructions of the higher officials.
21. During election/ VVIP visit he will convey each and every information to the senior officers time to time.
22. He will act as In-charge of war watching station in certain out stations and he is responsible for the execution of war watching exercise and speedy clearance of war watching messages.
23. Being the in-charge Police Radio station he is responsible to maintain cordial relation with other local Govt. officials.
24. He is responsible to maintain communication on sea crafts under Police Marine Force of the A&N Administration or Coast Guard in emergency when ever required.

SCHEDULE - X**RECRUITMENT RULES FOR THE POST OF RADIO OPERATOR IN THE ESTABLISHMENT OF A&N POLICE RADIO ORGANIZATION**

1	Name of the Post	Radio Operator (ASI)																																				
2	No. of Posts	121 (One twenty one) 2010 subject to variation dependent on workload																																				
3	Classification	General Central Services Group B (Non-Gazetted) (Non Ministerial)																																				
4	Pay Band and Grade Pay/ Pay Scale	PB-2 Rs. 9300-34800/-, Grade Pay – Rs. 4200/-																																				
5	Whether selection post or non selection post	Not applicable																																				
6	Whether benefit of added years of service admissible under rule 30 of CCS (Pension) Rules 1972 ?	Not applicable																																				
7	Age limit for direct recruitment	<p>Not exceeding 30 years. (Relaxable for Govt. Servants upto 05 years in accordance with the instructions or orders issued by the Central Government)</p> <p>Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladak Division of J & K State, Lahaul Spiti District and Pangi Sub-Division, Andaman and Nicobar Islands or Lakshdweep)</p>																																				
8	Educational and other qualifications required for direct recruitments	<p>(i) Graduation in Science/Engineering from a recognized University (or) (ii) BCA from any recognized university (or) (iii) Diploma in Electronics and Electrical, Electronics & Communication, Electronics or Computer Science Engineering from a recognized university.</p> <p>1. Should possess the following physical standards:-</p> <table> <tr> <td>Height (Male)</td><td>: General/OBC</td><td>- 168 cm</td></tr> <tr> <td></td><td>ST</td><td>-160 cm</td></tr> <tr> <td>Height (Female)</td><td>: General/OBC</td><td>- 155 cm</td></tr> <tr> <td></td><td>ST</td><td>- 148 cm</td></tr> <tr> <td>Chest (only Male)</td><td>: <u>Normal</u></td><td></td></tr> <tr> <td></td><td>General/OBC</td><td>- 81 cm</td></tr> <tr> <td></td><td>ST</td><td>- 77 cm</td></tr> <tr> <td></td><td>: <u>Expanded</u></td><td></td></tr> <tr> <td></td><td>General/OBC</td><td>- 85 cm</td></tr> <tr> <td></td><td>ST</td><td>- 81 cm</td></tr> <tr> <td>Weight (Male)</td><td>: 50 kg (47 kg for ST candidate)</td><td></td></tr> <tr> <td>(Female)</td><td>: 45 kg (42 kg for ST candidate.)</td><td></td></tr> </table> <p>2. Minimum distant vision should be 6/6 and 6/9 of two eyes without correction i.e. without wearing of glasses. The candidate should not have colour blindness.</p> <p>3. The candidate should be of sound health, free from diseases, defect or deformity.</p> <p>4. The candidates will be selected after physical endurance test, written test and interview. The details of physical endurance test, written test will be advertised at the time of selection.</p> <p>5. Preferable: Knowledge in Computer Application.</p>	Height (Male)	: General/OBC	- 168 cm		ST	-160 cm	Height (Female)	: General/OBC	- 155 cm		ST	- 148 cm	Chest (only Male)	: <u>Normal</u>			General/OBC	- 81 cm		ST	- 77 cm		: <u>Expanded</u>			General/OBC	- 85 cm		ST	- 81 cm	Weight (Male)	: 50 kg (47 kg for ST candidate)		(Female)	: 45 kg (42 kg for ST candidate.)	
Height (Male)	: General/OBC	- 168 cm																																				
	ST	-160 cm																																				
Height (Female)	: General/OBC	- 155 cm																																				
	ST	- 148 cm																																				
Chest (only Male)	: <u>Normal</u>																																					
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Weight (Male)	: 50 kg (47 kg for ST candidate)																																					
(Female)	: 45 kg (42 kg for ST candidate.)																																					

9	Whether age and educational qualifications prescribed for direct recruits will apply in any case of promotees ?	Not applicable
10	Period of probation, if any	3 years (Including training period)
11	Method of recruitment, whether by direct recruitment or by promotion/deputation/absorption and percentage of posts to be filled by various method	i) 98% by direct recruitment ii) 2% by promotion failing which by direct recruitment iii) The selected candidate shall be imparted to undergo Basic Police Training, Basic Radio Operator and Cipher Operator courses to any recognized institution at Mainland. Those who do not qualify the final examination of the said course shall be given another chance after 06 months to qualify. Unsuccessful candidate(s) even in second chance will be discharged from service
12	In case of recruitment by promotion / deputation/ absorption grades from which promotion / deputation/ absorption to be made.	Promotion: from amongst Head Constable (VHF) Operator with 10 years regular service and in the Pay Scale of Rs. 5200-20200 with Grade Pay of Rs. 2400/- in PB-1 and qualify the Basic Radio Operator course (to be imparted departmentally after probation period)
13	If a DPC exists, what is its composition ?	Group B DPC (for promotion/ confirmation) consisting of: i. IGP/DIGP - Chairman ii. SP (nominated by DGP) - Member iii. PRO - Member iv. An officer from other department having technical knowledge - Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties and Responsibilities	Attached as Annexure to Schedule – X.

DUTIES AND RESPONSIBILITIES
RADIO OPERATOR

1. He shall arrive in his place of duty five minutes before the commencement of his duty and report to his I.C. shift.
2. The circuit operator will be detained for duty published as per the duty roaster.
3. He shall take over/ hand over the circuit properly.
4. He shall ensure that the equipments are in working condition at the time of handing over/ taking over.
5. The person who takes over will be held responsible for any descrimency provided, he brings to the notice of both I.C Shift the descrimency at the time of handing/ taking.
6. The circuit operators will hand over/ take over all circuit documents.
7. He shall record the number of message taken over on circuit at the time of taking over in the Radio log. Nil message sending is also to be recorded. Time taken over the circuit R.O. will be signed in the Radio log by the taking over operator.
8. He will keep all equipments of his circuit neat and clean at all time.
9. He will receive and transmit signals/ tele during his course of duty and make proper entries and documentation of all communication records during their course of duty.
10. He will maintain the Radio log of the circuit properly.
11. He will report if any fault develops in the equipment immediately to the I.C Shift.
12. If any station is not on air till 5 minutes after the schedule, he shall bring it to the notice of his I.C. Shift.
13. If the communication is unfavourable, he will report to his I.C. Shift.
14. They will ensure speedy clearance of all traffic received during the course of duty.
15. He will not leave the circuit during working schedules without being properly relieved.
16. He shall not leave the signal centre during his course of duty unless he is ordered to leave the signal centre for some other duty.
17. He shall read the text of the message before he transmits. If he finds or has any doubt that there is breach of signal security in the text of the message, he will bring it to the notice of I.C. Shift.
18. He will not enter into any irrelevant conversation with his colleagues during his course of duty.
19. They will not allow any out siders to enter the signal centre.
20. The cipher trained R.O. will perform in crypto centre as and when needed.
21. They will not use authorised call sign in full during transmission.
22. No unauthorized signal will be used.
23. No classified messages will be transmitted in clear.
24. They will not discuss or disclose any information gathered during there course of duty to any person.
25. No messages addressed to and from private parties will accepted and transmitted over P.R. grid.
26. On receipt of in messages he will record the same in N.R. sheet.
27. On transmission of messages he will make proper record in out N.R. sheet.
28. He will be responsible for scrutiny of messages on receipt form the originator and routed properly to the addresses.
29. He will responsible to deliver the promptly to the addresses.
30. He is responsible to deliver the messages to the addresses through D.R. and to ensure the time of deliver in the IN message register.
31. He is responsible for smooth communication round the clock while he is deployed on mobile station to senior officers and boat duties.
32. He is responsible to attain proficiency in the operation of electronic equipments based on advanced technology such as BEST/ Pager system.
33. He is responsible to extent security coverage to Hon'ble L.G.
34. He is responsible for installation and maintain of H.F./ VHF antennas at out stations where RT & FE are not available.
35. He is responsible to maintain communication in the PCR round the clock and also responsible to the duties of duty officer in P.C.R. during odd hours.
36. He will be responsible to perform the duty of I.C P.R. station in absence of H.R.O.

SCHEDULE - XI**RECRUITMENT RULES FOR THE POST OF STOREMAN TECHNICAL IN THE ESTABLISHMENT OF A&N POLICE RADIO ORGANIZATION**

1	Name of the Post	Storeman Technical (ASI)
2	No. of Posts	01 (One) 2010 subject to variation dependent on workload
3	Classification	General Central Services Group B (Non-Gazetted) (Non Ministerial)
4	Pay Band and Grade Pay/ Pay Scale	PB-2 Rs. 9300-34800/-, Grade Pay – Rs. 4200/-
5	Whether selection post or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
7	Age limit for direct recruitment	Not applicable
8	Educational and other qualifications required for direct recruitments	Not applicable
9	Whether age and educational qualifications prescribed for direct recruits will apply in any case of promotees ?	Not applicable
10	Period of probation, if any	Not applicable
11	Method of recruitment, whether by direct recruitment or by promotion /deputation/ absorption and percentage of posts to be filled by various method	By transfer
12	In case of recruitment by promotion / deputation/absorption grades from which promotion / deputation /absorption to be made	Transfer: From amongst the Radio Operator (ASI) / Radio Technician (ASI) Grade-II in the Scale of Rs. 9300-34800/- with Grade Pay of Rs. 4200/- in PB-2 having Computer knowledge
13	If a DPC exists, what is its composition ?	Group B DPC consisting of: i. IGP/DGP - Chairman ii. SP (nominated by DGP) - Member iii. PRO - Member iv. An officer from other department having technical knowledge - Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties and Responsibilities	Attached as Annexure to Schedule – XI.

DUTIES AND RESPONSIBILITIES

STOREMAN TECHNICAL

- 1) Storeman Technical is responsible for furnishing specification of wireless equipments to be purchased.
- 2) Storeman Technical is responsible to collect data of equipments to be purchased at the beginning of the financial year and start processing to purchase equipments, its inspection and issuance as per need at Police Radio Stations in a year.
- 3) Storeman Technical is responsible to receive defective equipments from PR Stations 'T' Storekeeper and send it for repairs to Workshop for onward supply to PR stations after its repair or replacement etc.
- 4) Storeman Technical is responsible for purchase of spare parts of the wireless equipments and ensure full supply to the P.R. workshop.
- 5) Storeman Technical is responsible to dispose off all the unserviceable wireless equipments periodically for replacement.
- 6) Storeman Technical is responsible to purchase wireless equipments under "Police Modernization Scheme".
- 7) Storeman Technical is responsible to take stock of modern equipments from mainland and other sources and put up in Modernization scheme of "Island Communication".
- 8) Storeman Technical is responsible for preparation of budget (Plan & Non-Plan), modernization under supervision of Supervisor Store.
- 9) Storeman Technical should also keep accountability of wireless equipments purchased, issued and balance stock with Storekeeper.
- 10) Store will be taken on stock register only after report of purchase committee/ technical committee and thereafter bill will be verified by Storeman Technical (Technical equipments / spare parts) / Storekeeper (Misc. stores) for cross checking by Supervisor Store.
- 11) All the purchase of wireless equipments should be initiated by Storeman Technical and he should maintain all the files except miscellaneous files being maintained by Storekeeper.

SCHEDULE – XII**RECRUITMENT RULES FOR THE POST OF STORE KEEPER IN THE ESTABLISHMENT OF A&N POLICE RADIO ORGANIZATION**

1	Name of the Post	Store Keeper (ASI)
2	No. of Post	01 (One) 2010 subject to variation dependent on workload
3	Classification	General Central Services Group B (Non-Gazetted) (Non Ministerial)
4	Pay Band and Grade Pay/ Pay Scale	PB-2 Rs. 9300-34800/-, Grade Pay – Rs. 4200/-
5	Whether selection post or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
7	Age limit for direct recruitment	Not exceeding 30 years. (Relaxable for Govt. Servants upto 05 years in accordance with the instructions or orders issued by the Central Government) Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladak Division of J & K State, Lahaul Spiti District and Pangi Sub-Division, Andaman and Nicobar Islands or Lakshdweep)
8	Educational and other qualifications required for direct recruitments	(i) 12 th Std. pass with Science and Diploma in Electronics & Electrical. or (ii) Diploma in Electronics and Communication, Electronics or Computer Science Engineering from a recognized university or its equivalent. 1. Should possess the following physical standards:- Height (Male) : General/OBC - 168 cm ST - 160 cm Height (Female) : General/OBC - 155 cm ST - 148 cm Chest (only Male) : <u>Normal</u> General/OBC - 81 cm ST - 77 cm : <u>Expanded</u> General/OBC - 85 cm ST - 81 cm Weight (Male) : 50 kg (47 kg for ST candidate) (Female) : 45 kg (42 kg for ST candidate.) 2. Minimum distant vision should be 6/6 and 6/9 of two eyes without correction i.e. without wearing of glasses. The candidate should not have colour blindness. 3. The candidate should be of sound health, free from diseases, defect or deformity. 4. The candidates will be selected after physical endurance test, written test and interview. The details of physical endurance test, written test will be advertised at the time of selection.
9	Whether age and educational qualifications prescribed for direct recruits will apply in any case of promotees ?	Not applicable
10	Period of probation, if any	Not applicable

11	Method of recruitment, whether by direct recruitment or by promotion/ deputation/transfer and percentage of posts to be filled by various method	Transfer failing which direct recruitment
12	In case of recruitment by promotion/ deputation/ absorption grades from which promotion / deputation / absorption to be made	Transfer: From amongst the Radio Operator (ASI)/ Radio Technician (ASI) Grade-II in PB-2 Rs. 9300-34800/ with Grade Pay of Rs. 4200/- having computer knowledge and experience in purchase, file dealing and correspondence etc.
13	If a DPC exists, what is its composition?	Group B DPC consisting of : i. IGP/DIGP - Chairman ii. SP (nominated by DGP) - Member iii. PRO - Member iv. An officer from other department having technical knowledge - Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15	Duties and Responsibilities	Attached as Annexure to Schedule – XII.

DUTIES AND RESPONSIBILITIES

STORE KEEPER

1. Store Keeper is responsible for purchase of miscellaneous stores other than technical stores (equipments and spare parts) for the use of Police Radio Organization.
2. Store Keeper is responsible to collect annual requirement of miscellaneous items, its purchase and distribution under supervision of Super Store.
3. Store Keeper is responsible for maintenance of the records including ledgers of all store purchased, issued and balance of miscellaneous items and disposal of unserviceable items.
4. Store Keeper is responsible to keep all items of store in order, under proper safety and accountability.
5. Store Keeper is responsible for proper physical verification of all stores under Supervision of Supervisor Store.
6. Store Keeper is responsible to keep neat and clean store.
7. All items purchased, issued and balance should be computerized.
8. Store Keeper is responsible to keep all technical store purchased in the store which will be issued under instruction of Supervisor Store.
9. Stores will be taken on stock register only after report of Purchase committee / Technical committee and thereafter bill will be verified by Storeman Technical (Technical equipments / spare parts) / Store Keeper (Misc. stores) for cross checking by supervisor Store.
10. Store Keeper is also responsible for payment of electrical, telephone, water charges bills of entire Police Radio Organization under proper accountability.